

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



January 29, 2008

TO: CSBG Contractors

SUBJECT: 2006/2007 CSBG CLOSE-OUT REPORT

Your 2006/2007 Community Services Block Grant (CSBG) Contract with the Department of Community Services and Development (CSD) has expired as of December 31, 2007. Per the contract requirements the Close-Out report is due to CSD on or before March 31, 2008.

Please submit the current contract reporting forms (listed below) to report expenditures and programmatic close-out data. The close-out forms are located on the CSD website www.csd.ca.gov under the "New Postings" link.

The required Close-out packet includes:

- Checklist and Certification of Documents Transmitted CSD 715 (Rev. 12/07)
- Program Income/Interest Earned Expenditure Report CSD 715 C (Rev. 12/07)
- Equipment Inventory Schedule CSD 715 D (Rev. 12/07)

The steps listed below are provided to assist you with the submission of the close-out packet:

1. **CSD 715:** Check the appropriate boxes that apply; if not applicable check "not applicable".
2. Use the Expenditure Activity Reporting System (EARS) to report any adjustments to the expenditure data. All adjustments must be reported in the reporting interval in which it occurred. In the comments box (see CSD 715 form) list the specific reporting intervals that are being adjusted.
3. **715 C:** Report program income and interest earned during the contract term. Be sure to follow the instructions as written on the form. **When reporting program income and interest earned it should be specific to each program year (e.g., 2006, 2007).**
4. **715 D:** Report equipment inventory of items purchased with CSBG funds.


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Forward the Close-out Report to CSD by March 31, 2008 to the following address:

**Department of Community Services and Development
Post Office Box 1947
Sacramento, CA 95812-1947
Attention: Community Services Division**

Should you have any questions concerning the close-out process, please contact your field representative or Leslie Taylor at ltaylor@csd.ca.gov or (916) 341-4284.

Sincerely

 for Pamela Harrison

PAMELA HARRISON, Manager
Community Services Division